

Message

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**From:** Otto, Martha [Otto.Martha@epa.gov]  
**Sent:** 7/23/2019 7:11:30 PM  
**To:** Hubbard, Carolyn [Hubbard.Carolyn@epa.gov]; Grifo, Francesca [Grifo.Francesca@epa.gov]; Neumann, Blake [neumann.blake@epa.gov]  
**Subject:** RE: Print Requests  
**Attachments:** Updated\_Policy\_Booklet.pdf; Internal\_Brochure.pdf

Hi, Carolyn,

Attached are the two documents that we would like to re-print.

The only changes made to the Policy Booklet were to fix broken links. Otherwise, it is the same document that has already gone through PROTRAC.

The internal brochure also has gone through PROTRAC and was printed, but we ran out of copies, so we need to re-print.

Please let me know if we can proceed with the print requests.

Thank you,  
Marti

Martha Otto  
Office of the Science Advisor  
mail code 8105R  
tel: 202.564.2782  
otto.martha@epa.gov

-----Original Message-----

From: Otto, Martha  
Sent: Monday, July 22, 2019 12:05 PM  
To: Hubbard, Carolyn <Hubbard.Carolyn@epa.gov>; Grifo, Francesca <Grifo.Francesca@epa.gov>; Neumann, Blake <neumann.blake@epa.gov>  
Subject: RE: Print Requests

Yes, they are. Thanks.

-----Original Message-----

From: Hubbard, Carolyn  
Sent: Monday, July 22, 2019 11:56 AM  
To: Otto, Martha <Otto.Martha@epa.gov>; Grifo, Francesca <Grifo.Francesca@epa.gov>; Neumann, Blake <neumann.blake@epa.gov>  
Subject: RE: Print Requests

Thanks! And the other things you're printing are reprints of previously approved items, correct? I ask because I know OPA will ask me...

Carolyn Hubbard  
Communications Director  
EPA Office of Research and Development  
202-564-2189

Ex. 6 Personal Privacy (PP)

-----Original Message-----

From: Otto, Martha  
Sent: Monday, July 22, 2019 10:43 AM  
To: Hubbard, Carolyn <Hubbard.Carolyn@epa.gov>; Grifo, Francesca <Grifo.Francesca@epa.gov>; Neumann, Blake <neumann.blake@epa.gov>  
Subject: RE: Print Requests

Hi, Carolyn,

Great. Thank you. Will do.

- Marti

Martha Otto  
Office of the Science Advisor  
mail code 8105R  
tel: 202.564.2782

otto.martha@epa.gov

-----Original Message-----

From: Hubbard, Carolyn  
Sent: Monday, July 22, 2019 9:54 AM  
To: Otto, Martha <Otto.Martha@epa.gov>; Grifo, Francesca <Grifo.Francesca@epa.gov>; Neumann, Blake <neumann.blake@epa.gov>  
Subject: FW: Print Requests

Hi-

For the posters, apparently you are supposed to go through OPA directly and they will handle the printing and posting. So keep me posted on that and I can help facilitate.

>> -----Original Message-----

>> From: Otto, Martha  
>> Sent: Monday, July 22, 2019 7:32 AM  
>> To: Hood, Anthony <Hood.Anthony@epa.gov>  
>> Cc: Chesley, Don <Chesley.Don@epa.gov>; Grantham, Nancy  
>> <Grantham.Nancy@epa.gov>; Neumann, Blake <neumann.blake@epa.gov>;  
>> Grifo, Francesca <Grifo.Francesca@epa.gov>  
>> Subject: RE: Print Requests

>> Hi, Anthony,

>> I hope that you are doing well and keeping cool.

>> Regarding the documents that we would like to print -- the booklets and brochures are just re-prints. They were already approved by OPA through PROTRAC. We will put any new poster designs in PROTRAC before getting them printed.

>> We just need to verify that the costs have not changed since we last printed them.

>> Then, we'll prepare the print requests (which will be signed by me, Tom Sinks, and our financial person).

>> Thanks for your help with this.

>> Martha

>> Martha Otto  
>> Office of the Science Advisor  
>> mail code 8105R  
>> tel: 202.564.2782  
>> otto.martha@epa.gov

>> -----Original Message-----

>> From: Hood, Anthony  
>> Sent: Saturday, July 20, 2019 6:49 PM  
>> To: Neumann, Blake <neumann.blake@epa.gov>  
>> Cc: Otto, Martha <Otto.Martha@epa.gov>; Chesley, Don  
>> <Chesley.Don@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>  
>> Subject: Re: Print Requests

>> All please work with OPA or your Communications Director They need to sign off first Thanks I have cc Nancy to assist if needed

>> Anthony Hood

>>> On Jul 19, 2019, at 1:49 PM, Neumann, Blake <neumann.blake@epa.gov> wrote:

>>> Hi Anthony,

>>> The files for the requested publications are attached (internal brochure, policy booklet and one of the posters) along with their respective print requests. I need to ask the Scientific Integrity team about which posters we want to print and make some adjustments to those, so for now I am holding off on sending that request. Let me know if you need anything additional from me.

>>> Thanks,

>>> Blake

>>> From: Hood, Anthony  
>>> Sent: Friday, July 19, 2019 12:21 PM  
>>> To: Neumann, Blake <neumann.blake@epa.gov>  
>>> Cc: Otto, Martha <Otto.Martha@epa.gov>; Chesley, Don

>>> <Chesley.Don@epa.gov>  
>>> Subject: RE: Print Requests  
>>>  
>>> GA  
>>>  
>>> We need files and quantities and more specs for new estimates.  
>>>  
>>> Anthony Hood  
>>> Agency Printing Officer  
>>> Desk: 202-564-9644  
>>> Work Cell: Ex. 6 Personal Privacy (PP)  
>>>  
>>> From: Neumann, Blake  
>>> Sent: Friday, July 19, 2019 10:23 AM  
>>> To: Hood, Anthony  
>>> <Hood.Anthony@epa.gov<mailto:Hood.Anthony@epa.gov>>  
>>> Cc: Otto, Martha <Otto.Martha@epa.gov<mailto:Otto.Martha@epa.gov>>  
>>> Subject: Print Requests  
>>>  
>>> Dear Anthony,  
>>>  
>>> Hello – I am a new contractor for the scientific integrity program over in OSA and I am trying to put together some print requests before the end of this fiscal year. We recently compiled a short list of what we would like to order based on previous cost estimates and approved print requests. From the information I could find, below are the items and quantities that we would like to order.  
>>>  
>>> Publication  
>>> Cost/unit  
>>> Format  
>>> Order  
>>> Subtotals  
>>> Internal Brochure  
>>> Ex. 4 CBI  
>>> Leaflet  
>>> 500  
>>> Ex. 4 CBI  
>>> Pocket Policy Booklet  
>>> Ex. 4 CBI  
>>> Booklet  
>>> 500  
>>> Ex. 4 CBI  
>>> Tombstones  
>>> Ex. 4 CBI  
>>> Ex. 4 CBI  
>>> TOTAL  
>>> -  
>>> -  
>>> Ex. 4 CBI  
>>>  
>>> The tombstones refer to the long posters that are placed in the elevator lobbies. I am reaching out to you to confirm that these are the correct prices and if not, to see if we could get a more up to date cost estimate for these items. Additionally, I am not sure what the procedure for submitting print requests would be. I found an old print request for our internal brochure and am attaching it to this email to see if you could give me feedback on whether this would be sufficiently complete to send out for signatures, just so that I have an idea of what information needs to be completed on these before they get sent out (I noticed that Mary Greene and Martha Otto signed off on a couple of the completed print requests that I found in a file of our old print requests).  
>>>  
>>> I also wanted to confirm that Christine Snowden would still be the person that fills out the bottom part of this form? It looks like she completed the “funding numbers” section of the most recent completed print request that I could find, as far as I can tell. Sorry for all the questions – this is the first print request I have tried to complete. Please let me know whenever you get a chance if these numbers are correct and I will start getting the necessary print requests prepared to send on to Martha and whoever else will need to sign off on them. Thank you so much and have a great weekend!  
>>>  
>>> Sincerely,  
>>>  
>>> Blake E. Neumann  
>>> Scientific Integrity Research and Outreach Support Associate Office  
>>> of the Science Advisor ORAU Contractor for U.S. Environmental  
>>> Protection Agency • 202-564-8567 •  
>>> neumann.blake@epa.gov<mailto:neumann.blake@epa.gov>  
>>>  
>>> <Internal\_Brochure.pdf>

>>> <Updated\_Policy\_Booklet.pdf>  
>>> <07.19\_InternalBrochure\_PrintRequest.pdf>  
>>> <07.19\_PocketPolicy\_PrintRequest.pdf>